

**County of San Bernardino
Department of Behavioral Health**

Training Coordination Policy

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Policy It is the policy of the Department of Behavioral Health (DBH) to establish and coordinate a training unit that is responsible for selecting and conducting training that meets the needs and regulations of the department and State mandates, including the issuance of continuing education units (CEUs).

Purpose To ensure that DBH staff is trained on procedures, standards, and regulations established by the department.

Rationale The State mandates counties to provide training and submit yearly reports on trainings conducted, identifying those addressing cultural issues.
(CCR, Title 9, Chap. 11, Article 4, 1810.410 & Chap. 12, Article 5, sec 1922)

Definitions

Training Unit: a unit made up of DBH staff responsible for selecting trainers, coordinating the DBH training program, and monitoring and awarding CEUs.

Training: the process by which the department intends to address the enhancement of workforce development to improve the quality of care for our community.

**Roles/
Responsibilities** The following are the roles and responsibilities of the training unit and DBH staff required for effective training coordination:

Role	Responsibility
Deputy Director or designee	Complete Training Coordination Request form and obtain the necessary authorizing signatures.
Deputy Director or designee	Submit Training Coordination Request form to Training Unit 90 days prior to the anticipated training date.

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Training Unit	<ul style="list-style-type: none"> • Work with presenters regarding training date and provisions of CEUs • Send out training / registration announcements • Coordinate registration of all participants • Provide certificates of attendance and CEUs. • Monitor and maintain DBH status as a CEU provider
DBH staff	<ul style="list-style-type: none"> • Register according to training announcement instructions included for each training. • Attend training according to instructions, including the fully allotted time needed to receive CEUs.

Consequences of Violations

The following are consequences DBH staff will face if they commit a training violation:

If...	Then...
Staff does not attend the full time required	Staff will not receive certificate of attendance
Staff does not complete all CEU requirements	Staff will not receive CEUs
Staff attends a training not coordinated through the Training Unit	Staff will not receive approval to use County time

Related Laws

California Code of Regulations, Title 9, Chapter 11 Article 4, Section 81810.410 / Chapter 12, & Section 1922; Board of Behavioral Sciences